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PROGRAM PLAN (FY 1970 - 1974)

SUPPORT SERVICES STAFF

RECORDS ADMINISTRATION BRANCH

RECORDS PROGRAM ACCOMPLISHMENTS

1. GENERAL

a. The Records Administration Staff and the CIA Archives and Records Center were relocated organizationally from the Office of the Deputy Director for Support to a Branch of the Support Services Staff.

b. Personnel of this Branch as the Program's Central Staff completed personal visits to 30 of the Records Management Officers throughout the Agency and reviewed each of the component Records Programs. This Branch also conducted a two-day Records Management Conference for 72 of the Agency's Records Officers at [REDACTED]

c. Training and Orientations in various phases of the Total Records Program were provided to 674 individuals at 20 separate sessions during 1967.

2. RECORDS CREATION (Forms, Correspondence, and Reports)

a. The Forms Management Program continues to provide training, assistance, and guidance to all components on forms designs and technicalities. The Forms Program has developed the expertise required for specialized Optical Scanning Device forms and other ADP input and output forms. Forms Management actions increased 10% over the previous year.

b. A table of organization limitation has comparatively restricted the Branch effectiveness in the Correspondence and Reports Improvement Programs.

3. RECORDS MAINTENANCE (Records Surveys, File Procedures, Equipment and Systems Development, both Manual and Automated)

a. In 1967 232,000 cubic feet of records were inventoried in Agency offices, an increase of 34,000 cubic feet over 1966. Filing equipment valued at 2.8 million dollars was found to be in use in the Washington-area offices alone. Installation of 10 secure areas and less costly shelf-filing equipment, consistent with the Presidential moratorium on the purchase of filing cabinets, resulted in the reduction of 3,000 square feet of floor space for files and a \$50,000 cost avoidance in cancelled equipment procurements.

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b. Records Management Surveys were completed in four Offices of the DDS&T, in three components of TSD/DDP, as well as in the [REDACTED] DDI.

c. There were 23,100 Vital Records deposits, and 20 revisions to the Vital Records Schedules of Agency components.

4. RECORDS DISPOSITION (Scheduling, Preservation, and Destruction)

a. The Staff developed and supervised "Operation Clean-up for 1967" which resulted in the disposal of 18,800 cubic feet of records Agencywide. Innumerable items of reusable furniture, equipment, and supplies were retrieved during this campaign.

b. Five thousand cubic feet of material was moved from the CIA Archives and Records Center and into the Federal Records Center at [REDACTED]. The Records Center provided 70,750 reference services. The Center also provided office space and reference service to five historians for prolonged periods of research. Agency Offices retired 18,150 cubic feet of their records to the Center. Although 8,710 cubic feet of obsolete files were removed, the net volume of records in storage increased by 9,440 cubic feet.

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## PLANS AND OBJECTIVES FOR FY 1970 - 1974

### A. GENERAL ASSUMPTIONS

1. The Agency Records Administration Program will continue as required by Public Law 754, and as prescribed in Headquarters Regulation [REDACTED]

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2. Technological developments in the field of information storage and retrieval will not materially change the Records Program's basic elements, but may alter the Program's emphasis. Despite technology unknown now but which is likely to appear by 1974, there is every indication the Agency will be confronted with increasing problems of records creation, maintenance, and disposition.

3. The legal requirements, technology, and normal growth of Agency records will require an increase in the Records Administration Branch Table of Organization by four Staff positions during this 1970-1974 Planning Period. Increased storage and references will require one more position in the Records Center. On these premises the following specific Objectives and Program Plans are developed.

### B. PROGRAM DEVELOPMENT

The enormity and complexity of the Agency record keeping systems will grow during the next planning period. The Agencywide need for manpower and technical expertise in all phases of Records Management, for both manual and automated systems, will require greater recognition and involvement by top management in the Agency records keeping practices. Agency professional and clerical personnel will require increased records orientation. Standardized or career oriented duties, grades, and assignments related to the many records jobs is needed. This Branch as the Program's Central Staff will have to motivate records personnel and develop instructional materials essential for a continuing decentralized Records Program. Continued emphasis will be placed upon the need for a "Total Records Program" dealing with the complete life cycle of Agency records. Problems of records disposal never can be solved if we minimize the efforts to control records creation and file operations. As in the past, the "Total Program" approach will be subdivided functionally, as set forth in sections I, II, and III below.

#### I. RECORDS CREATION AND ITS CONTROL

a. A prime objective of the Records Program in the next planning period is the creation phase of records. Creation can be reviewed as residing in Forms, Correspondence, and Reports.

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b. The Forms Management Program requires strengthening. At present the Program Manager has the assistance of one part-time analyst. The controlled printing of 50 million copies of Agency forms costs a quarter million dollars annually. We estimate several times as many uncontrolled forms exist and printing is only a small fraction of their cost to the Agency. New computer systems demand many specialized forms. This Program requires the assistance of at least one full-time forms analyst to respond to increased requests and to find and control more Agency forms.

c. A Reports Management Program is virtually non-existent in the Program of today. Many Agencies have successful cost saving Reports Programs. The methods and benefits are known. Expensive computer systems being developed make a central reports control more urgent than ever. A full-time Records Officer is required for the Reports Program.

d. There is only a partial Correspondence Management Program in being at present. Establishment of a formal full-time Correspondence Program Officer is a necessary objective for the next planning period.

## II. RECORDS MAINTENANCE AND USE

a. Increased attention should be given the Records Systems Program and related equipment and procedures, both automated and manual. A professional systems analyst with microfilming knowledge and experience is needed to meet the accelerating demands to convert paper records to automated or microminiaturized systems.

b. During the coming planning period we shall endeavor to have the Agency officially re-evaluate its existing policies with regard to selection and protection of Vital Records.

c. Continued formal training in Records Management and related fields by both the Staff and component Records Officers must be provided because of ever-expanding developments in records procedures and equipment. Increased guidance in all elements of the Records Program for personnel at all levels is an important objective for the coming planning period. The Central Staff will have to develop and implement more standards and orientations in records keeping practices for Agency records personnel.

## III. RECORDS DISPOSITION

a. The Disposition Program is double edged to provide for selected records preservation as well as approved files destruction. The completion and implementation of an Agency "Records Retention Plan" is scheduled for the next planning period. This new plan will establish the "Offices of Record" for certain types of files, identify the "Permanent" types of records, and also will benefit the Agency Historical Program.

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b. The Agency Archives and Records Center is now filled to capacity with Agency records. This problem must be given priority attention during the next planning period. The 1970 Budgeting Plans must include at least \$750,000 to provide for its solution. The Agency agreement with GSA to withdraw 25,000 cubic feet of Agency records from the [REDACTED] storage and the other temporary holding actions in the Center at [REDACTED] will expire by December 1970.

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c. A complete review will be made of all past Records Center deposits and definite disposition instructions and time schedules must be established for every cubic foot of material in the Center. Likewise, an Agency position must be determined as to the Records Center responsibility for the storage of extra copies of Agency publications, the Agency Archives, the Vital Records, and the several other Agency collections of non-record material deposited there over the years. Many records must be retained long past 1970, many non-record items are more efficiently serviced from the Center, and the Agencywide dependence upon this support operation is too little known.

#### C. RESOURCES REQUIRED (Manpower and Funds)

1. Manpower in the decentralized Records Program is used and regarded as seen fit locally. A Records Career Service or some standardized central control must be established for the equitable assignment, utilization, and development of the more than one hundred professionals and thousands of clericals involved in Records Management work across the Agency.

2. The establishment of an Agency Records Management Committee with the Senior Records Officers of each Directorate is necessary for a standardized, coordinated Records Program. This Committee will find many inter-relationships of records success and failure among Agency offices. Greater records cooperation between Directorates will provide greater benefits to the Agency.

3. The Records Administration Branch is staff in nature and positions should be upgraded commensurate with other administrative support positions at the managerial levels. Such a graduated staffing development of one grade for five positions of the Central Records Administration Branch is reflected in the FY 1970-74 Program Call.

4. As indicated above in sections I b, c, and d, and II a, this Branch can maintain a "status quo" holding action with its present Table of Organization. The most serious need for improvement is manpower to concentrate on control of records creation. The overflowing Records Center indicates active Records Disposition Programs in all components. The flood will not be controllable until greater pressure is applied by the Central Staff to the 67 decentralized Records Officers in components across the Agency. Such a revitalization requires four new positions of GS-12 grades for a Forms Officer, Reports Management Officer, Correspondence Management Officer, and Microimage Systems Officer.

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5. The overcrowded Records Center operation must have additional storage space if it is to continue serving all Agency components. The requested \$750,000 for an addition must be implemented prior to December 1970 at which time the GSA agreement terminates, and 25,000 cubic feet of records must return from [REDACTED] to Agency facilities. This activity plus servicing the additional space will require one additional GS-07 Archival Assistant at the Records Center in FY 1970.

#### D. ALTERNATIVES

1. The Records Program is obliged by law to improve the efficiency and economy of Agency records keeping, to the extent possible with the funds and personnel authorized. The development of an Agency Records Administration Program adequate to fulfilling these obligations with the current Table of Organization of eight positions provides only part-time coverage of the several elements required for a "Total Records Program" Agencywide. To continue the "status quo" increases the ultimate problems of controlling Agency records. Positive action must be increased to overcome the problems at every phase of Office record keeping, including: records creation, maintenance, and disposal or storage.

2. The other major problem, but one which cannot be further reduced or postponed, is the absolute necessity of budgeting the \$750,000 indicated in the Program Call to provide for the storage of Agency records. No less than this amount will be required by 1970 regardless of any alternative solution selected to meet the inevitability of increased Agency records. In this Program Call the action indicated for 1970 is considered the most economical and practical solution; that is the construction of an addition to the Agency Records Center.

3. Automatic Data Processing authorities predict a growing need for systems analysts and the integration of information processing systems. The Records Program and its systems personnel will continue to contribute to computer systems as they have to punch card systems and other technological advances in records keeping over the years.

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